

1.12 Sensitive Information

The information required to complete this form can be obtained from the Certificate of Acceptance CHRIS/20 part 3 – personal details.

- 1. Use the search facility to locate the person whose address details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.
- 1. Select sensitive information
 - Probationary periods
 - Remuneration
 - Employment history
 - HESA Personal details
 - 🖅 Personal details
 - 🖅 Key date details
 - Miscellaneous details
 - [™] Sensitive information
 ™ Third party Uturns
 - Address history
 - Position salary change history
 - 🖅 HESA Individual preview
 - 🧠 New Personal details



2. The sensitive information screen will be displayed	2.	The sensitive	information screen	will be displayed
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Sensitive information: Miss Libby Bush	Name: Miss Libby Bush Job title: Clerk Social security number: NH904568A Pers ref: 30000018
Marital status	
Marital status	•
Religion	
Religion	•
Ethnic origin	
Ethnic origin 🛛	/hite - British 📃
Other classification \square]
Nationality	
Nationality B	ritish (not Channel Islands or IOM) 🛛 📃
Sexual orientation	
Sexual orientation	
Disability	
Self-certified disabled	•
Description	
Date of check	
Disciplinary 🗖	ſ
Expiry date	
	Save

- Edit the details as required. We are not making use of the following fields: Marital Status Religion Sexual Orientation
- 4. Click the **Save** button.